

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Department Name]

[City/County Office Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Clarification Request Regarding Zoning Law Amendment

I hope this message finds you well. I am writing to request clarification regarding the recent amendment to the zoning laws as outlined in [specific document/reference number]. As a concerned citizen and property owner in [specific area/zone], I would like to better understand the implications this amendment may have on our community.

Specifically, I am interested in understanding [mention specific points of clarification, such as permitted uses, restrictions, compliance dates, etc.]. This information will greatly assist me in assessing how the changes will affect my property and the surrounding area.

I appreciate your attention to this matter and look forward to your prompt response. If possible, I would also appreciate the opportunity to discuss this in further detail at your convenience.

Thank you for your time.

Sincerely,

[Your Name]